Preparation:

* Create two similar sets of text in content and structure, but different formatting (i.e., font, size, emphasis) in a Google Doc.
* Create a title page with “Google Docs: Using Paint Format.”
* Create a table with four or more cells, with at least three different fonts, sizes, and or emphasis.
* Close all tabs in your browser.
* Close all windows on your screen except for your Google Doc with the above items.
* Adjust capture screen so only the Google Doc is captured, and nothing else, leaving an area to rest your cursor when not actively using it to highlight or select.

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| **Slide/Image** | **Action** | **Narration** | **Notes** |
| Title page, *Google Docs: Using Paint Format* | None | Using Google Paint Format is a wonderful tool for simplifying formatting and achieving a unified and crisp look when working with content from different documents. | Make sure cursor is off the screen |
|  | Pause |  | For video editing |
|  | Scroll to next page |  | Make sure cursor is off the screen |
|  | Pause |  | For video editing |
| Content samples | Go to *Edit>* *Select all*, then select *Arial* from the font selection menu and *11 pts* for the size. | When not using a template, one might right click or go to Edit, then Select All, before choosing the font, size or other emphasis to make the document look more uniform. | Smooth mouse movements, and after selection, rest the mouse outside the screen capture. |
|  | At end of statement, use Ctrl Z to undo changes to original format | But what if you want different formatting for titles? What if you decide you like the formatting of a selection, but you don’t know or don’t care to look up the font, size or emphasis? |  |
|  | Pause |  | For video editing |
|  |  | Using Paint Format, one can match all the formatting of one section to another with a few clicks. |  |
|  | Highlight first heading. | First, select the content you would like to replicate. |  |
|  | Click paint roller icon | Then click the paint roller icon next to Spell Check. |  |
|  | Highlight second heading (underlined) | Now highlight the content you want changed. | Move cursor off screen after highlighting. |
|  | Pause |  | For video editing |
|  |  | But what if you want to change several sections at a time? |  |
|  | Highlight *Apple* in the table | To change multiple sections, highlight the content you want to replicate. |  |
|  | Double-click paint roller. | Then, this time, double click the paint roller. |  |
|  | Highlight *Donkey*, *Elephant*, and *Fox* in a row | Next, select the content you want to change. You can select a group, like *Donkey*, *Elephant*, and *Fox.* |  |
|  | Highlight *Carrot* | Or a single element like *Carrot*. |  |
|  | Highlight paragraph starting with Integer | Or a complete paragraph. | Move cursor off screen |
| Closing slide |  | Paint formatting can be a very useful tool for making a piecemeal document look cohesive. |  |